

GROUNDS MANAGEMENT SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3382	Assistant Superintendent of Grounds	03	171	6 mo.	05/07/97
3381	Superintendent of Grounds	03	171	6 mo.	05/07/97

Promotional Line: 147, 339*

Series Narrative

Employees in this series are engaged in the direction of staff and in the management of operations involving the maintenance and construction/modification of campus grounds.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Superintendent of Grounds

3382

Employees at this level assist in the direction of staff and in the management of operations involved in the maintenance and construction/modification of campus grounds. The employees work under direction from a superintendent of grounds or other designated supervisor.

An Assistant Superintendent of Grounds typically--

1. assists in the general supervision of grounds staff, including the maintenance, repair, new construction, and alteration of grounds, as well as landscaping work
2. supervises and manages the grounds mechanical shop and the operation, maintenance, and repair of grounds equipment
3. assists in the direction and management of other assigned operations (such as trash and garbage removal, snow removal, or the delivery of freight)
4. assists in the scheduling and estimation of work requests
5. interviews, recommends selection, trains, and orients new personnel
6. advises supervisor concerning supply needs, replacement schedule for equipment, and related operational functions
7. assumes duties of supervisor during absences
8. performs other related duties as assigned

*See the Index of Classes to determine which promotional line(s) each class is in. See the Promotional Line List to determine the classes in each promotional line.

Level II: Superintendent of Grounds **3381**

Employees at this level direct the work of a staff engaged in the maintenance of grounds, working under administrative direction from a designated administrator.

A Superintendent of Grounds typically--

1. checks time and materials
2. supervises and instructs staff in road grading, sprinkling, road repair, street cleaning, snow removal, and drainage
3. maintains and repairs sidewalks
4. supervises the care and maintenance of lawns
5. supervises weed eradication
6. supervises the maintenance of shrubs and hedges, tree removal, planting, and spraying
7. supervises a greenhouse
8. works with landscape engineers in general beautification of the campus grounds
9. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Assistant Superintendent of Grounds **3382**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. three years of experience in grounds maintenance, one of which was in a supervisory capacity. (Credit for college course work in horticulture, landscape design, or other related fields may be substituted for up to one year of the non-supervisory experience on the basis of one semester hour of college credit being equivalent to one month of work experience.)
3. as applicable to the position to be filled, eligibility for licensure to use or supervise the use of pesticides under the Illinois Pesticide Act, the category of the license depending on the nature of the work to be performed, and possession of the license within the probationary period

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of grounds maintenance practices and equipment
2. knowledge of landscape methods, materials, and design

3. knowledge of the use and application of pesticides
4. supervisory skills
5. managerial ability

Level II: Superintendent of Grounds

3381

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. five years of experience in grounds maintenance, two of which were in a supervisory capacity. (Credit for college course work in horticulture, landscape design, or other related fields may be substituted for up to two years of the non-supervisory experience on the basis of one semester hour of college credit being equivalent to one month of work experience.)
3. as applicable to the position to be filled, eligibility for licensure to use or supervise the use of pesticides under the Illinois Pesticide Act, the category of the license depending on the nature of the work to be performed, and possession of the license within the probationary period

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. broad knowledge of grounds maintenance practices and equipment
2. broad knowledge of landscape methods, materials, and design
3. knowledge of the use and application of pesticides
4. supervisory skills
5. managerial ability

Assistant Superintendent of Grounds
Superintendent of Grounds

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